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6 SEP 1988

MEMORANDUM FOR: Director of Training and Education

VIA: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Request for Additional Space in the New Headquarters Building  
for Secretarial Training

REFERENCE: Memo for DDA fm D/OTE dated 27 July 88, same subject

1. We are aware that several re-allocations of space in the New Headquarters Building (NHB) have left the Office of Training and Education (OTE) some 300-400 square feet short of its 1987 NHB allocation. Be assured that we have not lost sight of this accounting. Unfortunately, we would prefer not to satisfy your recent request for 900-1,200 square feet of contiguous classroom space in the NHB at this time. We suggest that the best bet for a quick start-up for secretarial training would be either in an external building or in existing classroom space in NHB.

2. A couple of factors make it difficult for us to satisfy your request at NHB. First, the 400 square foot suite to which you referred in your memorandum is surrounded by space allocated to other directorates. We cannot, therefore, expand OTE's allocated space into a neighboring area. This is true for all OTE space at NHB. Second, we are unable to find 900-1,200 square feet of contiguous unallocated space elsewhere in NHB which would be suitable for classroom use without considerable modification. We simply don't have the resources now to support any modifications beyond those required to keep the moves to NHB on schedule.

3. You may wish to consider locating the referenced secretarial training at Key Building or add it to your training contingent at 2430 E Street. We are currently considering a request from the Office of Finance (OF) for 1,500-2,000 square feet of classroom space at Key Building. Perhaps an efficient solution would be for OF and OTE to share that space. We understand that you will be supporting the OF training in any event. Space is now available at Key Building and the turn around time for occupancy would be quicker than waiting until at least next July for NHB space.

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4. You may also want to consider fitting up some of OTE's currently allocated NHB space for secretarial training. Your current allotment includes two areas on the 4th floor each in excess of 900 square feet. According to the NHB move schedule, you should be occupying these spaces in the October-November 1988 time frame. Perhaps one of these spaces could serve to tide you over for secretarial training until a more permanent solution is possible.

5. Please let me know if any of the above alternatives are acceptable.

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John M. Ray

Attachment:  
Reference

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25X1 OL/FMD/HC [REDACTED] (1 September 1988)

Distribution:

- Orig - Addressee
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Action D/L



27 July 1988

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MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Director of Training and Education

SUBJECT: Additional Space in the New Headquarters Building for Secretarial Training

As a result of various reallocations of space in the New Headquarters Building, the Office of Training and Education requires a minimum of an additional 500 square feet. This space will be combined with the currently allocated 400 square feet to establish the "Self-Paced Training Room for Secretarial Training." The total of 900 square feet satisfies the minimum requirements for this training. Ideally, a space of 1200 square feet would satisfy the fluctuation in class sizes experienced with students enrolled in the Secretarial Training Programs.

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